

# Statement of Practice Administration of Medication



Policy Reviewed: Autumn Term 2015

Next Review: Autumn 2016

# Administration of Medication

*This statement has been written with regard to our Equality Policy and other relevant documents.*

Regular school attendance is vital for every child and Childer Thornton Primary School does all that it can to maintain high attendance levels. Nevertheless, we understand that from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete.

There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so.
- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler.
- When a child has long term prescribed medication (e.g. required on a daily basis)

For children who suffer with asthma, a spare inhaler must be sent into school so that it may be kept in the office at all times during the school year.

Where equipment such as an inhaler is necessary we strongly encourage children to take personal responsibility for these items as soon as possible.

With effect from 1<sup>st</sup> October 2014, schools can have available an emergency salbutamol inhaler. This must only be used by children for whom written parental consent for the use of an emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The emergency inhaler shall be kept in the main school office and all use shall be recorded. A list of all children in school with asthma will be kept in the main office and updated by admin staff. Parents will be informed if the emergency inhaler has been used, including the reason.

School must be informed as soon as possible of any new condition or diagnosis that has been made for your child OR of any changes to an existing condition in order that our records can be kept up to date and the necessary staff informed to ensure the safety and wellbeing of your child.

School will put in place a Health Care Plan for any child who has an ongoing medical condition in order to ensure their safety and wellbeing and, where necessary, regular meetings will be held with parents/carers, the pupil, the headteacher and a designated member of staff. Medical professionals may also be consulted.

**Please note: school will only administer medication prescribed by a medical practitioner: doctor, nurse, dentist or pharmacist and clearly labelled to show the child's full name & dosage and in the original container/packaging.**

**Medication to cover conditions such as hay fever etc which may be bought over the counter must be labelled by a pharmacist to show the child's full name and dosage. No other products of any description should be brought into school, eg: throat lozenges, antiseptic creams, sun cream, nasal sprays, eye drops etc.**

There is no legal duty of our staff to administer medicines or to supervise a child taking it – this is purely a voluntary role. School can not guarantee that medicine will be administered at the times requested by parents/carers as they have work commitments which may not make this feasible, nor will they be responsible for reminding children to take their medicine. Staff will not force a child to take any medication. If preferred, parents are welcome to come into school during the day to administer medication to their own child.

Medication will not be administered under any circumstances without signed parental approval – forms are available from the main office. Parents must hand over to / collect medication from the school office (or a member of staff from out of school care, Wise Owls) – pupils should not have any medication on them or in their possession at any time. If discovered, it will be removed and held in the main office and parents/carers contacted and requested to collect it.

It is the parent/carer's responsibility to ensure that medication is kept up to date and that sufficient supplies are in school for their child's needs.

All medication will be kept in the school office at all times.

**If your child becomes unwell whilst at school** it is the duty of parents/carers to make arrangements to collect them to take them home or to the doctor/hospital. The school will make every effort to contact the parents via the telephone contact numbers which have been made available to school via the Data Collection sheet sent home each September. It is extremely important that the school office is kept up to date with any changes to contact details.

Whilst we appreciate that when dealing with children it can be difficult to ascertain whether a child is genuinely ill, we will always err on the side of caution and contact parents/carers if we have any concerns. We will at all times take care of your child and the safety and well being of all our children is paramount.

**Children with infectious diseases** will not be allowed in school until deemed safe by their GP and/or School Nurse or as per "Guidance on infection control in schools and other childcare settings" issued by the Health Protection Agency.

Details of this guidance, including other conditions and illnesses, are displayed within school and can also be found on the school website

[www.childerthornton.cheshire.sch.uk](http://www.childerthornton.cheshire.sch.uk) or

[http://www.hpa.org.uk/webc/HPAwebFile/HPAweb\\_C/1194947358374](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374)